

**POLICE CAPTAIN
STUDY GUIDE**

A written examination for the class of **POLICE CAPTAIN** to be administered in **COVINGTON** on **JULY 21, 2009**, will consist of approximately 110 multiple-choice questions. The examination will test your knowledge in the following subject areas:

| SUBJECT AREA/KNOWLEDGE | APPROXIMATE % OF EXAM |
|---|----------------------------------|
| POLICE ADMINISTRATION Knowledge of the principles of effective police service management and administration, involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and personnel management; financial management; and managing equipment, property, and supplies. | 18.2% |
| RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence. | 5.5% |
| SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline. | 16.4% |
| PUBLIC RELATIONS Knowledge of the effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public. | 4.5% |
| CRIME PREVENTION/COMMUNITY RELATIONS Knowledge of the components of an effective crime prevention and community relations program, including topics and types of information normally included in such a program, accepted practices in public speaking, locating resources and organizing information to be used in literature or in speeches and demonstrations. | 4.5% |

| SUBJECT AREA/KNOWLEDGE | APPROXIMATE % OF EXAM |
|--|--------------------------|
| <p>TRAINING</p> <p>Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.</p> | 4.5% |
| <p>PATROL/GENERAL LAW ENFORCEMENT MANAGEMENT</p> <p>Knowledge of general patrol practices and procedures including methods of patrol, defensive tactics, responding to crimes in progress, field interviews, arrest procedures, booking, the use of firearms, emergency medical services, and law governing these procedures.</p> | 17.3% |
| <p>TRAFFIC CONTROL/TRAFFIC ACCIDENT MANAGEMENT</p> <p>Knowledge of the management of traffic control, vehicle stops, and traffic accident investigations, including enforcement of all applicable motor vehicle laws.</p> | 10.0% |
| <p>CRIMINAL INVESTIGATION MANAGEMENT</p> <p>Knowledge of the management of operations involved in investigating crimes against persons or property, including identifying elements which constitute the various crimes; identification, collection, and preservation of evidence; search and seizure; interview and interrogation; and applicable laws.</p> | 6.4% |
| <p>SPECIAL TACTICAL OPERATIONS MANAGEMENT</p> <p>Knowledge of the procedures for conducting special tactical operations such as crowd control, raids, hostage situations, and operations during natural disasters or catastrophic events.</p> | 7.3% |
| <p>JUVENILE OPERATIONS MANAGEMENT</p> <p>Knowledge of the laws and procedures governing the handling of juveniles and the investigation of crimes by and against juveniles including detention of juveniles, interview and interrogation of juveniles, and situations involving abuse of juveniles.</p> | 5.5% |

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU **Firemen Training Program**).

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 7th ed., 2007.

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

CODE OF CRIMINAL PROCEDURE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

FUNDAMENTALS OF CRIMINAL INVESTIGATION, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 7th ed., 2003.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis

information. Percentages and numerical estimations are provided as approximations.